



The rapidly growing
Town of Gilbert

*is seeking a proven leader
with strong interpersonal,
budgetary and financial
planning/forecasting skills
to become the Town's second
highest operating officer.*

*An ideal candidate is
collaborative, experienced
in performance management,
politically astute, skilled
in public relations and
committed to continuous
quality improvement.*

THE COMMUNITY

The Town of Gilbert, Arizona is a family friendly, rapidly growing community of 130,000 in Maricopa County, about 15 miles east of Phoenix. Neighboring cities are Tempe, Mesa and Chandler. Gilbert's roots date to the early 1900's when it was primarily a farming community fueled by the construction of the Roosevelt Dam and the Eastern and Consolidated Canals in 1911. Gilbert was known to many as the "Hay Capital of the World" until the late 1920's. Today, Gilbert is experiencing exponential growth. In 1980 the population was 5,717 and is presently estimated at 130,000, up from the April 2000 Census of 109,000. The Town has 72 square miles in the planning area, of which 42 square miles have been incorporated. Gilbert will reach build-out within the next 15 to 20 years.

Gilbert's median household income of \$51,660 compares to a Greater Phoenix average of \$35,623. Over 90% of the adults in Gilbert have graduated from high school and nearly 30% have a Bachelor's Degree or higher, compared to 22% in the overall Phoenix area. Gilbert's median age is 29.7 years and there are 3.15 persons per household unit. The median new home sales price in Gilbert is \$143,000, compared to \$137,000 in Phoenix.

Gilbert's schools have met the challenge of the community's substantial growth as evidenced by aggressive physical plant

construction, the hiring of an average of 200 new teachers per year and high school ACT/SAT test scores that are well above both state and national averages. The student/computer ratio is 5.5:1. The secondary schools participate in the *National Renaissance Program*, and Gilbert Unified has been designated as a "Blue Ribbon District" by *Expansion Magazine*—a publication for business site selection professionals.

In addition to the School District, major employers in Gilbert include: InteSYS Technologies (plastics injection/molding), Cerprobe Inc (semiconductor testing devices), Spectrum Astro (satellite/space system frame assembly), Tokyo Electron AZ, Inc. (silicon wafer polishing machinery), Tomar Electronics (strobe lights/light products) and Dillards Department Stores Distribution Center (warehousing), and various other large contractors. Two million square feet of commercial and industrial development are in either planning or implementation stages.

Recreational amenities in the community include 25 golf courses within a 15-minute drive, three local golf courses, several parks, a riparian preserve, a wetlands wildlife preserve, a large regional library, miles of hiking, equestrian and bike paths, and five nearby lakes. Major regional activities include college football's Fiesta Bowl, NBA basketball (Phoenix Suns), NFL football (Arizona Cardinals), Major League Baseball (Arizona

Diamondbacks), NHL (Phoenix Coyotes), Arizona State University sports and PGA/LPGA golfing events.

TOWN GOVERNMENT

Gilbert, incorporated in 1920, is a General Law community governed by the Council/Manager form of government with six Council Members and a directly elected Mayor elected at-large to four year overlapping terms. The Council appoints the Town Manager who serves as the administrative head of the Town's 13 departments that include Fire, Police, Public Works, Planning, Finance, Economic Development, Personnel, Courts, Prosecutor, Building and Code Enforcement, Information Services, Parks and Recreation, and Town Clerk.

Dedicated to citizen participation, the Town of Gilbert has eight advisory boards and commissions appointed by the Town Council. The Planning and Zoning Commission and the Design Review Board each consist of seven members. Other Commissions include the: Community Activities Board, Economic Development Advisory Board, Redevelopment Commission, Arts Advisory Board and the Commission on Human Relations.

The Town budget for 2002-2003 is \$282,000,000, including a general fund budget of \$62,400,000. Major sources of general fund revenue include: sales tax (\$31 million), state shared revenue (\$20.2 million), and development

fees (\$4.7 million). The Town has total staffing (i.e. FTE's) of 844. To keep pace with community growth the Town has added over 70 new positions per year to the Town budget over the past three years. Town leaders are well into a multi-year Continuous Quality Improvement effort aimed at enhancing service to both internal and external customers. Gilbert's leaders are seeking a positive balance between jobs and housing.

A few current or planned projects that are especially noteworthy are the development of a regional mall and an adjacent hospital; development of the San Tan Freeway; conversion of Williams Air Force Base to a mix of employment, education and private air service uses; open space preservation; and strengthening the Town's jobs/housing balance. A new 170,000 square foot public safety complex is presently under construction.

Reporting to the Town Manager, the Assistant Town Manager directly supervises a staff of four, including a Financial Planning Coordinator, a Capital Projects Coordinator, a Financial Specialist and an Administrative Assistant. Additionally, as second in command, the Assistant will deal with all Town operations as a part of the financial planning and management of the community. Future responsibilities include oversight of performance and internal auditing functions as the organization grows. Initially,

there will be no direct reporting relationships with department directors.

CURRENT ISSUES AND PRIORITIES

The Town Manager and other key Town leaders have identified the following issues and priorities that will merit the energy, expertise and commitment of the new Assistant Town Manager:

- Developing longer term, accurate financial needs and resources analysis in alignment with strategic goals of the community
- Internal financial and performance auditing
- Strategic planning and economic indicator analysis
- Revenue structure analysis
- Human resources forecasting and training programs in support of strategic issues
- Integrating maintenance and operating costs of capital projects into the total financial plan
- Enterprise fund management
- Basic computer modeling
- Non-traditional methods of municipal financing

IDEAL CANDIDATE

Serious candidates will have at least a Bachelor's Degree (Master's preferred) in management or a closely related field as well as substantial relevant experience in finance, budget, performance measurement, financial planning

and forecasting and capital improvement planning. In addition to the above, Town leaders have further stated that the ideal candidate will be or possess:

- Outgoing, approachable and comfortable in dealing with stakeholders at all levels of the organization
- Excellent listening and consensus building skills
- Results oriented with a bias for action
- Analytical, objective and fair
- Technically sound but not a "technocrat"
- High degree of personal integrity and professional ethics
- Demonstrated commitment to public service
- Adept at negotiating in a pro-growth environment
- Conflict resolution and consensus building skills
- Skill in creative financing and effective budget administration
- Visionary and capable of working effectively towards a "big picture" reality
- A champion of the Town's organizational values
- Proactive and willing to engage potential stakeholders constructively
- Politically astute without being political
- Excellent communication and presentation skills and ability to effectively communicate technical information in a customer-friendly manner

- Proactive in accommodating a broad range of citizen and community interests
- Open, honest, discreet and straightforward with the courage of his/her convictions
- Self-confident, intelligent and a quick-study, with well-rounded interests
- Is pragmatic but also has the courage to stand by his/her convictions
- Willing/able to mentor and to hold staff accountable without being a micro-manager
- High degree of information technology awareness
- A sense of humor and even temperament
- Sick leave (12 days annually with a buyback provision)
- Bereavement leave
- Disability insurance (short term and long term provided by Town)
- Flexible spending account (IRS 125 pre-tax deductions)
- EAP (Employee Assistance Program is paid by the Town and covers up to 10 sessions per year per issue for employee and dependents.)
- Optional deferred compensation and U.S. Savings Bonds (Series EE) plans
- Tuition reimbursement (maximum \$5,000 per year)
- Financial planning services
- Life insurance paid by Town with face value equal to annual salary, and matching accidental death and dismemberment benefit

COMPENSATION AND BENEFITS

The salary range is \$102,315 to \$141,190. The Town's competitive benefit package includes:

- Retirement (State retirement system)
- Medical insurance (2 health plans available). Town pays 100% of single coverage and 75% of dependent coverage for both health and dental
- Paid holidays (10)
- Vacation (10-18 days depending on length of service)

The **final filing date is Monday August 5, 2002**. Applicants should submit a resume, cover letter, an indication of current salary and a list of three work-related reference sources to Shannon Executive Search by the final filing date. (Note: The resume should reflect both years **and** months of beginning and ending dates of current and prior positions. Also indicate the size of budget and staff you may have directly managed.)

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure and forwarded to Town officers who will conduct the selection process. It is anticipated that the screening process and interviews with finalists will occur in mid to late August.

You are encouraged to visit the Town's website at www.ci.gilbert.az.us.

APPLICATION AND SELECTION PROCESS

For additional information regarding this position, contact David Harris at:



A DIVISION OF



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